



Robert and June Sebo Health Education Center Meeting Rooms

SCOPE:

This policy applies to all WhidbeyHealth employees and the public.

PURPOSE:

This document provides guidelines for the use of all meeting spaces.

POLICY:

The Robert and June Sebo Health Education Center meeting rooms at the Whidbey Island Public Hospital District (WhidbeyHealth Medical Center) are primarily for the use of the district for programs and meetings that represent or promote the hospital district's services.

When a meeting room is not in use by WhidbeyHealth staff, the meeting rooms are available on a first come, first served basis to healthcare related entities in the community from 4 p.m. to 7 p.m. Monday through Friday.

Any equipment, furnishings or belongings left by the applicant or those attending the meeting shall be removed and placed in WhidbeyHealth lost and found. These items will be discarded after 90 days. WhidbeyHealth is not responsible for any items left on WhidbeyHealth premises. There will be no payment or replacement for items lost by the organization or those in attendance. Insurance coverage is not provided.

WhidbeyHealth Administration may be permitted to observe or monitor a meeting at any time.

Signage/Flyers/Event Information

Use of the meeting rooms does not constitute a WhidbeyHealth endorsement or an approval of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.



Flyers or any information regarding your event may include the name and address of the meeting room, but not the phone number. Any printed or electronic publicity or marketing materials that include the name and address must include the disclaimer: ***This event is not sponsored by WhidbeyHealth Medical Center and Clinics.***

Please place your contact information on any advertisements or flyers so participants can reach you with questions. WhidbeyHealth will not serve as a point of information referral for attendees, who may have questions regarding the meeting or who wish to contact the meeting organizers.

Prior to the use of the meeting room, Administration reserves the right to review any signage, decorations or literature to be displayed in the meeting room for compliance with the meeting room policy.

No signage or decorations may be affixed to the walls, woodwork, ceiling, windows or furniture using nails, thumbtacks or staples. Usage of tape or other adhesives are not permitted.

Meeting Room Standards

Restrictions include, but are not limited to:

- No food of any kind is permitted; beverages are permitted with a lid
- No confetti
- No burning candles, incense or any type of open flame
- Nothing may be adhered to the walls, i.e. no tape, staples, glue or tacks
- Decorating is permitted, but certain types of decorations are prohibited

All signage, decorations or displays must be removed at the conclusion of the meeting.

The meeting room must be completely vacated at the posted closing time, unless prior arrangements have been made with an Administrative Assistant. Meeting room furniture is not permitted to be moved under any circumstance. WhidbeyHealth Environmental Technicians will set up the furniture prior to a meeting when requested. Rooms should be clean, free of trash and lights turned off before leaving.

The applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during occupancy.



WhidbeyHealth reserves the right to revoke a reservation if the program or gathering is disruptive to the normal course of business or in violation of guidelines set forth in this Meeting Room Policy.

No sale of goods or services, or the solicitation for future sales or services, will be permitted without prior administrative approval.

Service animals are permitted in meeting room spaces.

Facility users are responsible for noting the location of fire exits and for being familiar with evacuation procedures.

All Whidbey Island Public Hospital District campuses (WhidbeyHealth) are tobacco free. This includes the parking lots.

WhidbeyHealth reserves the right to refuse room availability at any time if these standards are not met or are continually disregarded.

Facility Equipment Use

It is the responsibility of the instructor/event host to bring their presentations on either a flash drive and provide all necessary hardware required to use the WhidbeyHealth media equipment. Call the Administration Assistant (ext. 4001) to discuss available equipment onsite.

Parking

Parking is limited at WhidbeyHealth. Parking is not permitted in the front Emergency Room parking lot. Nearby off-site parking may be available, but cannot be guaranteed. Attendees are encouraged to car pool.

Cancellation of Reservation

If, for any reason, the applicant must cancel the use of the facility, Administration must be notified as soon as possible prior to the scheduled date of use. The phone number is 360.678.7656 ext. 4001 and voice mail is available 24 hours a day, 7 days a week.

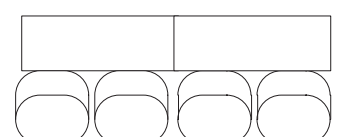
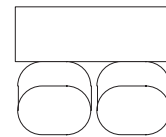
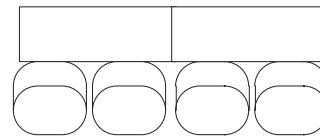
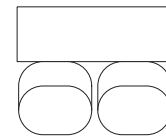
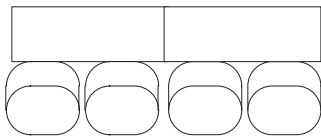
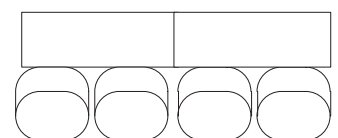
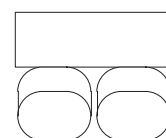
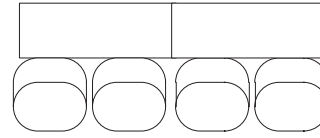
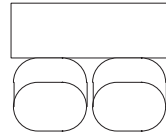
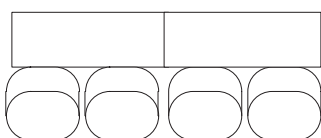
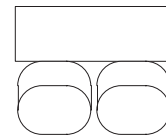
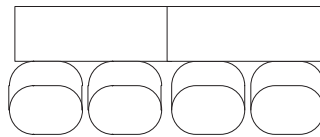
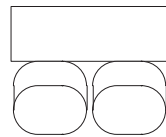
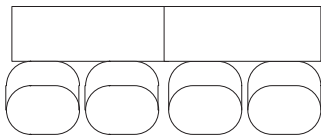
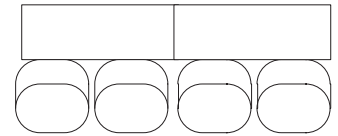
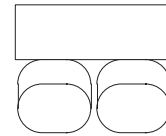
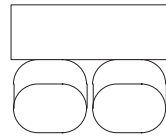
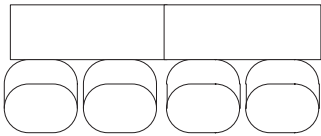
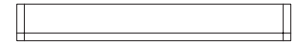
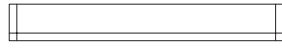
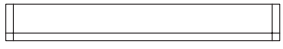
Three or more 'no shows' by an organization without notice may result in revocation of facility use.



The Whidbey Island Public Hospital District (WhidbeyHealth) reserves the right to cancel reservations for District events when needed. Notice will be given with as much advanced notice as possible.

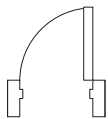
PROCEDURE:

Meeting rooms may be reserved by calling Administration staff at 360.678.7656 ext. 4001.

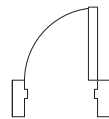


Max Capacity
 AB & C= 80
 AB=48
 C=24

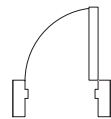
Classroom Style Set up



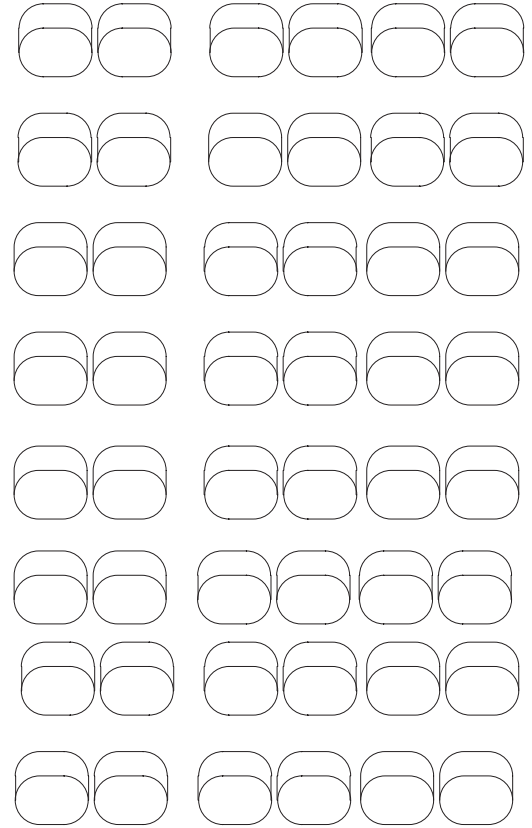
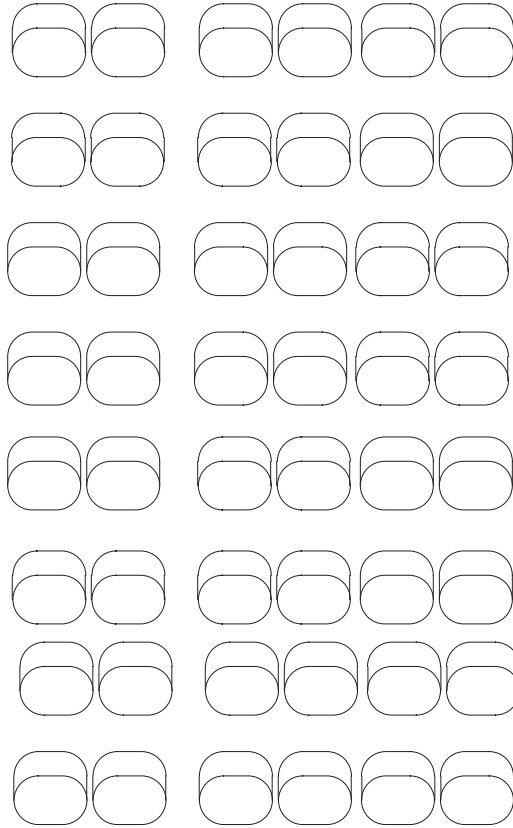
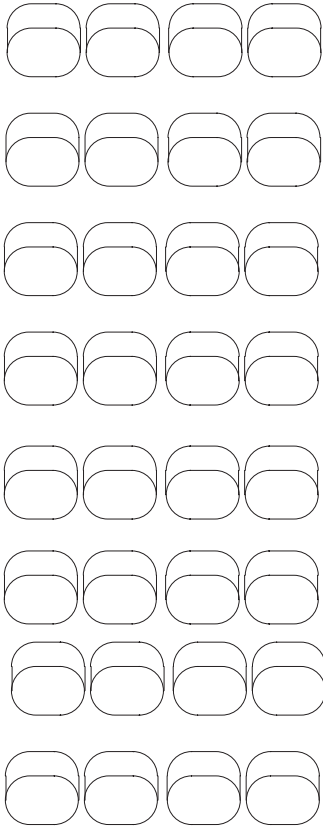
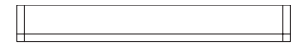
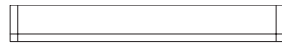
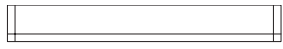
A



B

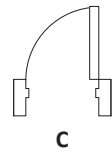
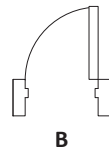
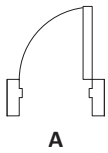


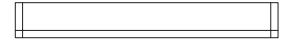
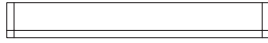
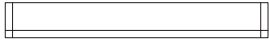
C



Max Capacity
AB & C=115
AB= 70
C=35

Stadium Style Set up



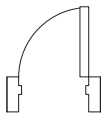


Max Capacity

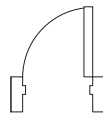
AB & C=32 (U shape) 50 Full Square

AB= 24 (U shape) 35 Full Square

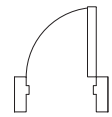
C= 16 (U Shape) 22 Full Square



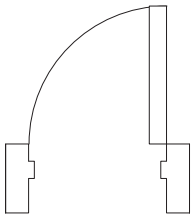
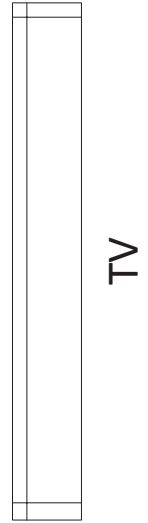
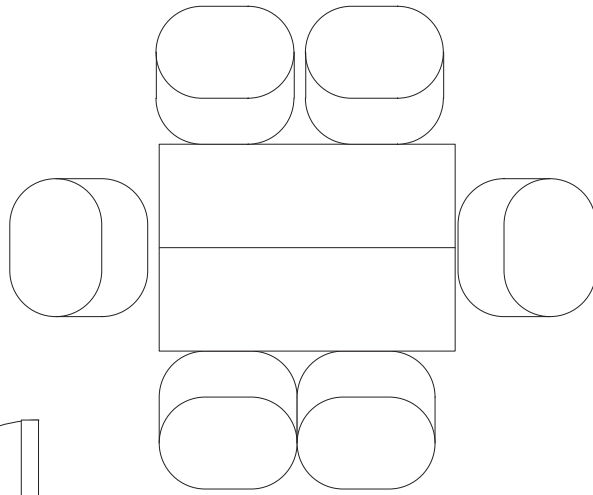
A



B

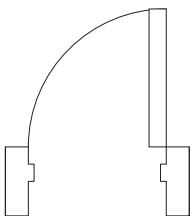
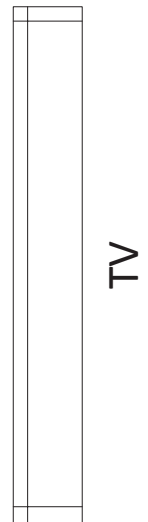
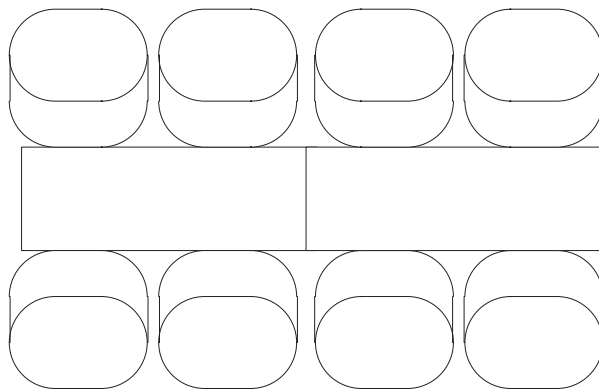


C



Meeting Rooms 2-4

Max Capacity Meeting Rooms 6 OR 8 setup



Meeting Rooms 2-4